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# South Carolina

## **2003 PART II (SUPPLEMENTAL) STATE HOMELAND SECURITY GRANT**

APPLICATION GUIDELINES AND INSTRUCTIONS



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SOUTH CAROLINA LAW ENFORCEMENT DIVISION  
HOMELAND SECURITY GRANTS ADMINISTRATION

Applications Due No Later Than  
July 16, 2003

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## **INSTRUCTIONS FOR COMPLETION OF THE STATE HOMELAND SECURITY GRANT APPLICATION**

State Homeland Security grants will be funded contingent upon receipt of funds from the U.S. Department of Homeland Security.

A compact disk has been provided which contains the following:

- Instructions for completing the grant application
- Electronic copy of the complete 2003 State Homeland Security Grant application in Microsoft WORD (pages 1-22)
- Electronic copy of the budget spreadsheet for the 2003 State Homeland Security Grant in Microsoft EXCEL (pages 1-3).
- Electronic copy of pages four (4) through 22 of the 2003 State Homeland Security Grant application in Microsoft WORD (if using the EXCEL spreadsheet option to complete the budget description portion of the grant)
- Appendix A—Office for Domestic Preparedness FY 2003 Authorized Equipment List

If Microsoft WORD is used to complete the grant application, all calculations must be made prior to their inclusion into the application. Once the application has been completed, print the application and have it signed by the appropriate signing authorities.

A Microsoft EXCEL spreadsheet for pages one (1) through three (3) of the grant application is provided that will provide totals for individual columns. If this option is selected, pages four (4) through 22 must be completed in Microsoft WORD.

The application should be saved on the compact disk and submitted electronically, by CD or floppy disk, to the address below for the State Funding Agency (SFA) no later than July 16, 2003:

South Carolina Law Enforcement Division  
Homeland Security Grants Administration  
Post Office Box 21398  
Columbia, South Carolina 29221-1398

Questions regarding the grant application process can be directed to the State Funding Agency (SFA) Points of Contact for the Homeland Security Grants Administration Office: Ms. Lisa Nine, Program Manager, (803) 896-7021 or Mr. Ed Harmon, Program Coordinator, (803) 896-7246.

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## **INSTRUCTIONS FOR COMPLETION OF THE STATE HOMELAND SECURITY GRANT APPLICATION**

### **PAGE 1—APPLICATION SUMMARY**

All items below the second shaded line on Page 1 should be completed by the Project Director (the person in the applicant's agency who will be responsible for administering project activities).

Item 1—Insert the County Number and the name of the county in which the subgrantee is located. State agencies will use County Number '00' and County Name 'N/A'.

Item 2—Grant Period: Indicate the period of time the project activities will be performed under this grant not to exceed 12 months. Use month and year only. The grant period begins on the first day of the month and ends on the last day of the month.

Item 3—Project Title: The name given to the project should be the same as that on the Grant Award.

Item 4—Project Summary: Provide a brief, concise description of the project. If the subgrantee serves more than one county, please include the names of the counties which are served by this specific grant.

Item 5a—Indicate if the application is in the initial year of funding (project has not been previously funded), if the application is for continuation funding (continuation of a project funded previously), or, if the application is a revision to a currently approved project.

Item 5b—Indicate the year of funding: Initial Application would be the first year and a Continuation Application would be either second, third, etc., year of funding.

Item 5c—Indicate that funds will be requested on a "Reimbursable" basis of actual expenditures documented.

Item 6a—Organization Type: Indicate if the applicant organization is a state, county, or city government.

Item 6b—Indicate the U. S. Congressional District (First through Sixth) which will be served by this grant. If administered through a state agency or a statewide program, enter "0".

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## **INSTRUCTIONS FOR COMPLETION OF THE STATE HOMELAND SECURITY GRANT APPLICATION**

Item 7—Name and Address of Implementing Agency: The implementing agency is the agency that is responsible for project and grant administration.

Item 8—Budget: The budget is broken down into six major categories (Personnel, Contractual Services, Travel, Equipment, Renovation/Construction and Other) with the Grantor Amount, Agency Match and Total Amount itemized by category. Budget costs should be reflected in the appropriate categories and should reflect grantor costs (no match is required). Please use **whole dollars** only. NOTE: Complete pages 2 – 3 of the grant application before completing this section.

### **PAGES 2 AND 3—INSTRUCTIONS FOR COMPLETION OF BUDGET DESCRIPTION**

The purpose of the Budget Description is to assist the applicant in developing a financial plan for the project and to provide the SFA with the projected costs required to implement the project. Cost projections must be reasonable. Budget projections should be for the period covered by the application (12 months only). Costs are subject to review and approval by the SFA and must meet applicable federal regulations as outlined in the Grant Terms and Conditions and the Office for Domestic Preparedness FY 2003 Authorized Equipment List (Appendix A).

When determining how the item will be funded (Grantor, Cash Match or In-kind Match), please use the following definitions:

Grantor Funds: Funds provided through the SFA to the applicant.

Cash Match: Not Applicable

In-Kind Match: Not Applicable

### **BUDGET CATEGORY DEFINITIONS AND INSTRUCTIONS**

PERSONNEL: The personnel budget category is a summary of salary and employer contributions (fringe benefits). Personnel costs (salary and fringe) must be consistent with the agency's policies and procedures and must be applied uniformly to both federally financed and other activities of the agency.

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## **INSTRUCTIONS FOR COMPLETION OF THE STATE HOMELAND SECURITY GRANT APPLICATION**

Salary: List each position by title, the percentage of total time worked on the project for the agency, the number of staff per title and the estimated cost. *Note: The definition for a part-time employee means that the employee does not work a full 40 (or 37.5) hours per week for the agency. This includes grant-funded activities and non-grant-funded activities.*

Employer Contributions (Fringe Benefits): Provide the estimated cost for each applicable fringe benefit for each position listed under Salaries.

CONTRACTUAL SERVICES: For individuals to be reimbursed for personal services on a fee basis, list each type of consultant or service and their daily rate.

TRAVEL: Unless specifically approved on page 4 or 4a, travel reimbursement will be limited to project personnel funded by the grant. Itemize travel items (examples include mileage, airfare, per diem or meals, parking, lodging, car rental, etc.). Training registration costs should be placed in the OTHER Budget Category.

Travel costs must be consistent with the agency's policies and procedures and must be applied uniformly to both federally financed and other activities of the agency. At no time can the agency's travel rates exceed the federal rate established by the Internal Revenue Service.

EQUIPMENT: Equipment is defined as an item which has a total cost (including tax) of \$5,000 or more per unit and a useful life of at least one year. Equipment should be itemized by description and quantity per item (i.e. Laptop Computers (2), Radiation Detection Equipment (1), etc.).

RENOVATIONS/CONSTRUCTION: N/A

OTHER: All allowable costs not listed in the above categories should be shown in this category. Items to be included in this category are software, office supplies, pH paper, satellite phone user fees, radio service costs, utilities, equipment costing less than \$5,000 per unit, telephone, maintenance, printing costs, advertising, registration fees, lease agreements, and indirect costs, etc.

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## INSTRUCTIONS FOR COMPLETION OF THE STATE HOMELAND SECURITY GRANT APPLICATION

### **PAGES 4 and 4a—BUDGET NARRATIVE**

Ensure adequate justification and descriptions of budget items are provided on pages 4 and 4a of the Budget Narrative. Pages 4 and 4a should correspond to each item listed on the budget worksheet and by Budget Category. **DO NOT reflect dollar amounts on pages 4 and 4a.**

### PERSONNEL CATEGORY

Special attention should be applied to descriptions of personnel. Personnel salaries and benefits will normally rise by no more than general salary increases in the work unit most closely associated with the grant. Any other cases (i.e. reclassification, additional supervisory responsibilities, etc.) must be fully justified. Unusual personnel increases from year to year will be considered only with sufficient justification by the applicant agency's authorized official. Organizations must be prepared to bear the expense of any increases awarded prior to SFA approval.

### CONTRACTUAL SERVICES CATEGORY

List the types of contractual services found on page 2 that are being requested and provide adequate justification and description for these services.

### TRAVEL CATEGORY

Describe the purpose(s) for all travel (i.e. grant activities and/or training). If travel costs are included in the grant application, a copy of the agency's policies and procedures as it relates to travel costs should be submitted with the application with details of mileage and per diem/meal rates.

### EQUIPMENT CATEGORY

List each type of equipment and the quantity as found on page 3. Provide a complete description and justification for each equipment item.

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## INSTRUCTIONS FOR COMPLETION OF THE STATE HOMELAND SECURITY GRANT APPLICATION

### OTHER CATEGORY

List each line item found on page 3 and provide a complete description and justification for each item.

The following items must have additional information as described below:

**Space**—The total cost of space may not exceed the rental cost of comparable space and facilities in a privately-owned building in the same locality. Information to demonstrate that a comparison was conducted by the subgrantee regarding current market costs for office space in the same locale should be made available upon request by the SFA or its representative for audit purposes. The cost of space procured for program usage may not be charged to the program for periods of non-occupancy. Rent cannot be paid if the building is owned by the subgrantee or if the subgrantee has a substantial financial interest in the property. On Page 4 or 4a, provide the total square footage covered by the lease agreement, total square footage being charged to the grant (based on the amount needed for program implementation) and the cost per square foot. A copy of the signed lease agreement must be submitted to the SFA before reimbursement is made for office space. Please note that the grant can only be charged for the grant's portion of rental costs. The grant cannot participate in mortgage payments, as this is unallowable.

Utilities, radio service fees, telephone and other costs normally billed on a monthly basis should be budgeted accordingly (i.e. radio service fees: \$50/month x 12 months = \$600). Only the grant's portion of these expenses can be charged to the grant. This usually requires establishing a pro-rated share of expenses which should be detailed on page 4 and 4a.

Printing and reproduction costs may be combined. However, if an item is unique and costly in either category, it must be itemized and budgeted separately.

**Indirect Costs**—Only state agencies are allowed to charge for indirect costs. State agencies must claim indirect costs as required by state law. A copy of the currently approved indirect cost rate must be submitted with the grant application to the SFA.

**Audit Fees**—If the grant project's audit is a part of a larger organizational audit and **if the audit is required to be in compliance with OMB Circular A-133**, you may include the cost of a portion of the overall audit in the same proportion as the project is to the entire organizational budget. For example, if this grant represents 10 percent of the organization's total budget, then, 10 percent of the total cost of the audit may be charged to the grant. Ordinary accounting and bookkeeping expenses are **not** allowable.

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## **INSTRUCTIONS FOR COMPLETION OF THE STATE HOMELAND SECURITY GRANT APPLICATION**

### **PAGE 5—ACCEPTANCE OF AUDIT REQUIREMENTS**

*NOTE: Not Applicable to State Agencies whose audit is covered by the State Auditor.*

The audit information required on Page 5 of the grant application lets the SFA know when to expect an organization-wide audit or audits covering the period of this proposed grant. The audit period and the date the audit will be submitted to SLED. Please note that failure to properly complete this form will result in your grant award being delayed and/or cancelled.

### **PAGES 21 AND 22—CERTIFICATIONS FOR APPLICANT**

The signatures of the grant officials (Project Director, Financial Officer and Official Authorized to Sign) indicate that in acceptance of the grant, the official has read, understood and agreed to fully comply with all special conditions and the general and fiscal terms and conditions of the grant. Original signatures are required. The name, title, agency and address of each grant official must be typed or printed.

The PROJECT DIRECTOR should be the person within the implementing agency who has direct involvement with the project and who has knowledge of both programmatic and fiscal matters relating to the project.

As the primary contact person for the project, the Project Director should be easily accessible to the SFA and its staff. The Project Director should be bonded for no less than the total amount of the grant.

The FINANCIAL OFFICER should be the person who manages the implementing agency's fiscal matters. The Financial Officer should be sufficiently skilled in the area of fiscal matters to advise the agency regarding compliance with the grant's fiscal requirements and should be bonded for no less than the total amount of the grant.

The OFFICIAL AUTHORIZED TO SIGN should be the person who has the authority to commit the implementing agency's funds and also to commit the agency to the special conditions and the general and fiscal terms and conditions of the grant. The Official Authorized to Sign should be bonded for no less than the total amount of the grant.

**NOTE: The Project Director, Financial Officer and Official Authorized to Sign CANNOT be the same person. Staff being funded under this grant may not be any of the above officials without SFA approval.**

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## STATE HOMELAND SECURITY GRANT APPLICATION GUIDELINES

### I. Authorized Program Purposes and Equipment

A. Funds for this program may be used to enhance the capabilities of state and local first responders through the acquisition of 1) personal protective equipment; 2) explosive device mitigation and remediation equipment; 3) WMD technical rescue equipment; 4) interoperable communications equipment; 5) detection equipment; 6) decontamination equipment; 7) physical security enhancement equipment; 8) general support equipment; and, 9) medical supplies and limited types of pharmaceuticals in accordance with the Office for Domestic Preparedness Fiscal Year 2003 Authorized Equipment List (Appendix A). **All items on the applicant's equipment budget must be listed on this authorized equipment list, and in the case of the COBRA response teams, be in support of and listed in the COBRA Policy and Procedures Manual standardized equipment list. All items must be directed to the formation of the rapid response assets that are necessary to respond to a terrorist incident.**

B. Expenditures for equipment such as general-use computers, arms and ammunition are not allowable. Grant funds awarded under this program may not be used to pay for equipment procured prior to the return of the signed grant award and final approval by SLED of the subgrantee's grant application. In addition, grant funds awarded under this program may not be used to pay for items otherwise budgeted for with state or local funds.

### II. Application Requirements

The signed and completed application package must be received by SLED's Homeland Security Grants Administration Office no later than July 16, 2003. The application package, reports, and other correspondence should be forwarded to the following address:

South Carolina Law Enforcement Division  
Homeland Security Grants Administration  
Post Office Box 21398  
Columbia, South Carolina 29221-1398

### III. Equipment Procurement

**All equipment purchases must be completed within the grant award period. Funding is supplied by reimbursement only.** Once the final application approval is received from SLED, no revisions or alternations will be allowed without receiving prior written approval from SLED. The objective of the program is to form statewide rapid response assets that can respond in the event of a terrorist incident within the state; therefore, the equipment from the various jurisdictions/agencies must be approved through SLED to ensure interoperability.

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## STATE HOMELAND SECURITY GRANT APPLICATION GUIDELINES

### IV. Administrative Requirements

The applicant must abide by the terms and conditions as outlined in the grant application.

### V. Reporting Requirements

**The following reports will be required from agencies/jurisdictions that participate in the equipment program and are due to SLED as outlined on the checklist. No reimbursement will be allowed until reports are received by SLED.**

- **Financial Status Reports (SLED Form):** Financial Status Reports are due to SLED as outlined on the checklist. A report must be submitted for every quarter the award is active (including partial calendar quarters, as well as for periods where no grant activity occurs). Future awards and fund drawdowns will be withheld if these reports are delinquent. The final financial and evaluation report is due as outlined on the checklist.
- **Categorical Assistance Progress Reports (OJP Form 4587/1):** Categorical Assistance Progress Reports are due as outlined on the checklist. Future awards and fund drawdowns will be withheld if these reports are delinquent. The final programmatic progress report is due as outlined on the checklist.
- **Financial and Compliance Audit Report:** Recipients that expend \$300,000 or more of federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards and OMB Circular A-133. In addition, the Attorney General, the Comptroller General of the United States, and SLED shall have access to any books, documents and records of recipients of Fiscal Year 2003 State Homeland Security Grant Program assistance for audit and examination purposes, provided that, in the opinion of the Attorney General, Comptroller General, or SLED, viewing these documents is related to the receipt or use of such assistance. The grantee will also give the U.S. Department of Homeland Security or the U.S. Department of Justice Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

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## **Appendix A**

**Office for Domestic Preparedness  
Fiscal Year 2003 Authorized Equipment List  
State Homeland Security Grant Program (SHSGP)**

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## Fiscal Year 2003 Authorized Equipment List

The FY 2003 SHSGP authorized equipment list was derived from the Standardized Equipment List (SEL). The SEL was developed by the Interagency Board (IAB) for Equipment Standardization and Interoperability. The IAB compiled the SEL to delineate the types of equipment necessary for terrorist incident response. Because the SEL also contains lists of general use and support equipment, a more narrow list was derived from the SEL to identify the specific types of specialized equipment authorized for purchase under the FY 2003 SHSGP. A cross-section of officials representing the U.S. Department of Homeland Security, the U.S. Department of Justice, the Public Health Service, the Federal Emergency Management Agency, the U.S. Department of Energy, and state and local CBRNE response experts assisted in the development of this authorized equipment purchase list and in identifying unallowable items.

Authorized equipment purchases may be made in the following categories:

1. Personal Protective Equipment (PPE)
2. Explosive Device Mitigation and Remediation Equipment
3. CBRNE Search & Rescue Equipment
4. Interoperable Communications Equipment
5. Detection Equipment
6. Decontamination Equipment
7. Physical Security Enhancement Equipment
8. Terrorism Incident Prevention Equipment
9. CBRNE Logistical Support Equipment
10. CBRNE Incident Response Vehicles
11. Medical Supplies and Limited Types of Pharmaceuticals
12. CBRNE Reference Materials

**1. Personal Protective Equipment** - Equipment worn to protect the individual from hazardous materials and contamination. Levels of protection vary and are divided into three categories based on the degree of protection afforded. The following constitutes equipment intended for use in a chemical/biological threat environment:

**Level A.** Fully encapsulated, liquid and vapor protective ensemble selected when the highest level of skin, respiratory and eye protection is required. The following constitutes Level A equipment for consideration:

- Fully Encapsulated Liquid and Vapor Protection Ensemble, reusable or disposable (tested and certified against CB threats)
- Fully Encapsulated Training Suits
- Closed-Circuit Rebreather (minimum 2-hour supply, preferred), or open-circuit Self-Contained Breathing Apparatus (SCBA) or, when appropriate, Air-Line System with 15-minute minimum escape SCBA

- Spare Cylinders/Bottles for rebreathers or SCBA and service/repair kits
- Chemical Resistant Gloves, including thermal, as appropriate to hazard
- Personal Cooling System; Vest or Full Suit with support equipment needed for maintaining body core temperature within acceptable limits
- Hardhat/helmet
- Chemical/Biological Protective Undergarment
- Inner Gloves
- Approved Chemical Resistant Tape
- Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
- Chemical Resistant Outer Booties

**Level B.** Liquid splash resistant ensemble used with highest level of respiratory protection. The following constitute Level B equipment and should be considered for use:

- Liquid Splash Resistant Chemical Clothing, encapsulated or non-encapsulated
- Liquid Splash Resistant Hood
- Closed-Circuit Rebreather (minimum 2-hour supply, preferred), open-circuit SCBA, or when appropriate, Air-Line System with 15-minute minimum escape SCBA
- Spare Cylinders/Bottles for rebreathers or SCBA and service/repair kits
- Chemical Resistant Gloves, including thermal, as appropriate to hazard
- Personal Cooling System; Vest or Full Suit with support equipment needed for maintaining body core temperature within acceptable limits
- Hardhat/helmet
- Chemical/Biological Protective Undergarment
- Inner Gloves
- Approved Chemical Resistant Tape
- Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
- Chemical Resistant Outer Booties

**Level C.** Liquid splash resistant ensemble, with same level of skin protection of Level B, used when the concentration(s) and type(s) of airborne substances(s) are known and the criteria for using air-purifying respirators are met. The following constitute Level C equipment and should be considered for use:

- Liquid Chemical Splash Resistant Clothing (permeable or non-permeable)
- Liquid Chemical Splash Resistant Hood (permeable or non-permeable)
- Tight-fitting, Full Facepiece, Negative Pressure Air Purifying Respirator with the appropriate cartridge(s) or canister(s) and P100 filter(s) for protection against toxic industrial chemicals, particulates, and military specific agents.
- Tight-fitting, Full Facepiece, Powered Air Purifying Respirator (PAPR) with chemically resistant hood with appropriate cartridge(s) or canister(s) and high-efficiency filter(s) for protection against toxic industrial chemicals, particulates, and military specific agents.
- Equipment or system batteries will include those that are rechargeable (e.g. NiCad) or non-rechargeable with extended shelf life (e.g. Lithium)
- Chemical Resistant Gloves, including thermal, as appropriate to hazard
- Personal Cooling System; Vest or Full Suit with support equipment
- Hardhat
- Inner Chemical/Biological Resistant Garment
- Inner Gloves
- Chemical Resistant Tape
- Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
- Chemical Resistant Outer Booties

**Level D.** Selected when no respiratory protection and minimal skin protection is required, and the atmosphere contains no known hazard and work

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functions preclude splashes, immersion, or the potential for unexpected inhalation of, or contact with, hazardous levels of any chemicals.

- Escape mask for self-rescue

*Note: During CBRNE response operations, the incident commander determines the appropriate level of personal protective equipment. As a guide, Levels A, B, and C are applicable for chemical/ biological/ radiological contaminated environments. Personnel entering protective postures must undergo medical monitoring prior to and after entry.*

**All SCBAs should meet standards established by the National Institute for Occupational Safety and Health (NIOSH) for occupational use by emergency responders when exposed to Chemical, Biological, Radiological and Nuclear (CBRN) agents in accordance with Special Tests under NIOSH 42 CFR 84.63(c), procedure number RCT-CBRN-STP-0002, dated December 14, 2001. ODP anticipates making compliance with NIOSH SCBA CBRN certification a mandatory requirement for all SCBAs purchased under the FY 2004 State Homeland Security Grant Program.**

*Grant recipients should purchase: 1) protective ensembles for chemical and biological terrorism incidents that are certified as compliant with Class 1, Class 2, or Class 3 requirements of National Fire Protection Association (NFPA) 1994, Protective Ensembles for Chemical/Biological Terrorism Incidents; 2) protective ensembles for hazardous materials emergencies that are certified as compliant with NFPA 1991, Standard on Vapor Protective Ensembles for Hazardous Materials Emergencies, including the chemical and biological terrorism protection; 3) protective ensembles for search and rescue or search and recovery operations where there is no exposure to chemical or biological warfare or terrorism agents and where exposure to flame and heat is unlikely or nonexistent that are certified as compliant with NFPA 1951, Standard on Protective Ensemble for USAR Operations; and, 4) protective clothing from blood and body fluid pathogens for persons providing treatment to victims after decontamination that are certified as compliant with NFPA 1999, Standard on Protective Clothing for Emergency Medical Operations.*

*For more information regarding these standards, please refer to the following web sites:*

*The National Fire Protection Association - <http://www.nfpa.org>*

*National Institute for Occupational Safety and Health - <http://www.cdc.gov/niosh>*

**2. Explosive Device Mitigation and Remediation** - Equipment providing for the mitigation and remediation of explosive devices in a CBRNE environment:

- Bomb Search Protective Ensemble for Chemical/Biological Response
- Chemical/Biological Undergarment for Bomb Search Protective Ensemble
- Cooling Garments to manage heat stress
- Ballistic Threat Body Armor (not for riot suppression)
- Ballistic Threat Helmet (not for riot suppression)
- Blast and Ballistic Threat Eye Protection (not for riot suppression)
- Blast and Overpressure Threat Ear Protection (not for riot suppression)

- Fire Resistant Gloves
- Dearthmer/Disrupter
- Real Time X-Ray Unit; Portable X-Ray Unit
- CBRNE Compatible Total Containment Vessel (TCV)
- CBRNE Upgrades for Existing TCV
- Robot; Robot Upgrades
- Fiber Optic Kit (inspection or viewing)
- Tents, standard or air inflatable for chem/bio protection
- Inspection mirrors
- Ion Track Explosive Detector

### **3. CBRNE Search and Rescue Equipment - Equipment providing a technical search and rescue capability for a CBRNE environment:**

- Hydraulic tools; hydraulic power unit
- Listening devices; hearing protection
- Search cameras ( including thermal and infrared imaging)
- Breaking devices (including spreaders, saws and hammers)
- Lifting devices (including air bag systems, hydraulic rams, jacks, ropes and block and tackle)
- Blocking and bracing materials
- Evacuation chairs (for evacuation of disabled personnel)
- Ventilation fans

### **4. Interoperable Communications Equipment - Equipment and systems providing connectivity and electrical interoperability between local and interagency organizations to coordinate CBRNE response operations:**

- Land Mobile, Two-Way In-Suit Communications (secure, hands-free, fully duplex, optional), including air-to-ground capability (as required)
- Antenna systems
- Personnel Alert Safety System (PASS) - (location and physiological monitoring systems optional)
- Personnel Accountability Systems
- Individual/portable radios, software radios, portable repeaters, radio interconnect systems, satellite phones, batteries, chargers and battery conditioning systems
- Computer systems designated for use in an integrated system to assist with detection and communication efforts (must be linked with integrated software packages designed specifically for chemical and/or biological agent detection and communication purposes)
- Portable Meteorological Station (monitors temperature, wind speed, wind direction and barometric pressure at a minimum)
- Computer aided dispatch system
- Commercially available crisis management software
- Mobile Display Terminals

*Note: In an effort to improve public safety interoperability, all new or upgraded radio systems and new radio equipment should be compatible with a suite of standards called ANSI/TIA/EIA-102 Phase I (Project 25). These standards have been developed to allow for backward compatibility with existing digital and analog systems and provide for interoperability in future systems. The FCC has chosen the Project 25*

*suite of standards for voice and low-moderate speed data interoperability in the new nationwide 700 MHz frequency band and the Integrated Wireless Network (IWN) of the U.S. Justice and Treasury Departments has chosen the Project 25 suite of standards for their new radio equipment. **In an effort to realize***

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***improved interoperability, all radios purchased under this grant should be APCO 25 compliant.***

**5. Detection Equipment** - Equipment to sample, detect, identify, quantify, and monitor for chemical, biological, radiological/nuclear and explosive agents throughout designated areas or at specific points:

#### **Chemical**

- M-8 Detection Paper for chemical agent identification
- M-9 Detection Paper (roll) for chemical agent (military grade) detection
- M-256 Detection Kit for Chemical Agent (weapons grade—blister: CX/HD/L; blood: AC/CK; and nerve: GB/VX) detection
- M-256 Training Kit
- M-18 Series Chemical Agent Detector Kit for surface/vapor chemical agent analysis
- Hazard Categorizing (HAZCAT) Kits
- Photo-Ionization Detector (PID)
- Flame Ionization Detector (FID)
- Surface Acoustic Wave Detector
- Gas Chromatograph/Mass Spectrometer (GC/MS)
- Ion Mobility Spectrometry
  
- Stand-Off Chemical Detector
- M-272 Chemical Agent Water Test Kit
- Colormetric Tube/Chip Kit specific for TICs and CBRNE applications
- Multi-gas Meter with minimum of O2 and LEL
- Leak Detectors (soap solution, ammonium hydroxide, etc)
- pH Paper/pH Meter
- Waste Water Classifier Kit
- Oxidizing Paper
- Protective cases for sensitive detection equipment storage & transport

#### **Biological**

- Point Detection Systems/Kits (Immunoassay or other technology)

#### **Radiological/Nuclear**

- Radiation detection equipment (electronic or other technology that detects alpha, beta, gamma, and high intensity gamma)
- Personal Dosimeter
- Scintillation Fluid (radiological) pre-packaged
- Radiation monitors

#### **Explosive**

- Canines (initial acquisition, initial operational capability only)

**6. Decontamination Equipment** - Equipment and material used to clean, remediate, remove or mitigate chemical and biological contamination:

#### **Chemical**

- Decontamination system for individual and mass application with environmental controls, water heating system, showers, lighting, and transportation (trailer)

- Decon Litters/roller systems
- Extraction Litters, rollable
- Runoff Containment Bladder(s), decontamination shower waste collection with intrinsically-safe evacuation pumps, hoses, connectors, scrub brushes, nozzles
- Spill Containment Devices
- Overpak Drums
- Non-Transparent Cadaver Bags (CDC standard)
- Hand Carts
- Waste water classification kits/strips

## **Biological**

- HEPA (High Efficiency Particulate Air) Vacuum for dry decontamination

## **7. Physical Security Enhancement Equipment - Equipment to enhance the physical security of critical infrastructure.**

### **Surveillance, Warning, Access/Intrusion Control**

#### Ground

- Motion Detector Systems: Acoustic; Infrared; Seismic; Magnetometers
- Barriers: Fences; Jersey Walls
- Impact Resistant Doors and Gates
- Portal Systems; locking devices for access control
- Alarm Systems
- Video Assessment/Cameras: Standard, Low Light, IR, Automated Detection
- Personnel Identification: Visual; Electronic; Acoustic; Laser; Scanners; Cyphers/Codes
- X-Ray Units
- Magnetometers
- Vehicle Identification: Visual; Electronic; Acoustic; Laser; Radar

#### Waterfront

- Radar Systems
- Video Assessment System/Cameras: Standard, Low Light, IR, Automated Detection
- Diver/Swimmer Detection Systems; Sonar
- Impact Resistant Doors and Gates
- Portal Systems
- Hull Scanning Equipment
- Plus all those for Ground

### **Sensors – Agent/Explosives Detection**

- Chemical: Active/Passive; Mobile/Fixed; Handheld
- Biological: Active/Passive; Mobile/Fixed; Handheld
- Radiological
- Nuclear
- Ground/Wall Penetrating Radar

### **Inspection/Detection Systems**

- Vehicle & Cargo Inspection System – Gamma-ray
- Mobile Search & Inspection System – X-ray
- Non-Invasive Radiological/Chem/Bio/Explosives System – Pulsed Neutron Activation

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## **Explosion Protection**

- Blast/Shock/Impact Resistant Systems
- Protective Clothing
- Column and Surface Wraps; Breakage/Shatter Resistant Glass; Window Wraps
- Robotic Disarm/Disable Systems

**8. Terrorism Incident Prevention Equipment (Terrorism Early Warning, Prevention, and Deterrence Equipment and Technologies)** - State and local public safety agencies will increasingly rely on the integration of emerging technologies and equipment to improve jurisdictional capabilities to deter and prevent terrorist incidents. This includes, but is not limited to, equipment and associated components that enhance a jurisdiction's ability to disseminate advanced warning information to prevent a terrorist incident or disrupt a terrorist's ability to carry out the event, including information sharing, threat recognition, and public/private sector collaboration.

- Data collection/information gathering software
- Data synthesis software
- Geographic Information System information technology and software
- Law enforcement surveillance equipment

**9. CBRNE Logistical Support Equipment** - Logistical support gear used to store and transport the equipment to the CBRNE incident site and handle it once onsite. This category also includes small support equipment including intrinsically-safe (non-sparking) hand tools required to support a variety of tasks and to maintain equipment purchased under the grant as well as general support equipment intended to support the CBRNE incident response:

- Equipment trailers
- Weather-tight containers for equipment storage
- Software for equipment tracking and inventory
- Handheld computers for Emergency Response applications
- Small Hand tools
- Binoculars, head lamps, range finders and spotting scopes (not for weapons use)
- Small Generators to operate light sets, water pumps for decontamination sets
- Light sets for nighttime operations/security
- Electrical Current detectors
- Equipment harnesses, belts, and vests
- Isolation containers for suspected chemical/biological samples
- Bull horns
- Water pumps for decontamination systems
- Bar code scanner/reader for equipment inventory control
- Badging system equipment and supplies
- Cascade system for refilling SCBA oxygen bottles
- SCBA fit test equipment and software to conduct flow testing
- Testing Equipment for fully encapsulated suits
- Cooling/Heating/Ventilation Fans (personnel and decontamination tent use)
- HAZMAT Gear Bag/Box

**10. CBRNE Incident Response Vehicles** - This category includes special-purpose vehicles for the transport of CBRNE response equipment and personnel to the incident site. Licensing and registration fees are the responsibility of the

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jurisdiction and are not allowable under this grant. In addition, general purpose vehicles (squad cars, executive transportation, etc.), fire apparatus, and tactical/armored assault vehicles are not allowable. Allowable vehicles include:

- Mobile command post vehicles
- Hazardous materials (HazMat) response vehicles
- Bomb response vehicles
- Prime movers for equipment trailers
- 2-wheel personal transport vehicles for transporting fully suited bomb technicians, Level A/B suited technicians to the Hot Zone
- Multi-wheeled all terrain vehicles for transporting personnel and equipment to and from the Hot Zone

**11. Medical Supplies and Pharmaceuticals** - Medical supplies and pharmaceuticals required for response to a CBRNE incident. Grantees are responsible for replenishing items after shelf-life expiration date(s).

### **Medical Supplies**

- Automatic Biphasic External Defibrillators and carry bags
- Equipment and supplies for establishing and maintaining a patient airway at the advanced life support level (to include OP and NG airways; ET tubes, styletes, blades, and handles; portable suction devices and catheters; and stethoscopes for monitoring breath sounds)
- Blood Pressure Cuffs
- IV Administration Sets (Macro and Micro) and Pressure Infusing Bags
- IV Catheters (14, 16, 18, 20, and 22 gauge)
- IV Catheters (Butterfly 22, 24 and 26 gauge)
- Manual Biphasic Defibrillators (defibrillator, pacemaker, 12 lead) and carry bags
- Eye Lense for Lavage or Continuous Medication
- Morgan Eye Shields
- Nasogastric Tubes
- Oxygen administration equipment and supplies (including bag valve masks; rebreather and non-rebreather masks, and nasal cannulas; oxygen cylinders, regulators, tubing, and manifold distribution systems; and pulse oximetry, Capnography & CO2 detection devices)
- Portable Ventilator
- Pulmonary Fit Tester
- Syringes (3cc and 10cc)
- 26 ga ½" needles (for syringes)
- 21 ga. 1 ½ " needles (for syringes)
- Triage Tags and Tarps
- Sterile and Non-Sterile dressings, all forms and sizes
- Gauze, all sizes

### **Pharmaceuticals**

- 2Pam Chloride
- Adenosine
- Albuterol Sulfate .083%
- Albuterol MDI
- Atropine 0.1 & 0.4 mg/ml
- Atropine Auto Injectors
- Benadryl
- CANA Auto Injectors
- Calcium Chloride
- Calcium Gluconate 10%

- Ciprofloxin PO
- Cyanide kits
- Dextrose
- Dopamine
- Doxycycline PO
- Epinephrine
- Glucagon
- Lasix
- Lidocaine
- Loperamide
- Magnesium Sulfate
- Methylprednisolone
- Narcan
- Nubain
- Nitroglycerin
- Normal Saline (500 and 1000 ml bags)
- Potassium Iodide
- Silver Sulfadiazine
- Sodium Bicarbonate
- Sterile Water
- Tetracaine
- Thiamine
- Valium

**12. CBRNE Reference Materials** - Reference materials designed to assist emergency first responders in preparing for and responding to a CBRNE incident. This includes but is not limited to the following:

- NFPA Guide to hazardous materials
- NIOSH Hazardous Materials Pocket Guide
- North American Emergency Response Guide
- Jane's Chem-Bio Handbook
- First Responder Job Aids

## **II. Allowable Exercise Costs**

Funds from the First Responder Preparedness Allocation may be used to plan for, design, develop, conduct and evaluate exercises that train emergency responders and assess the readiness of jurisdictions to prevent and respond to a terrorist attack. Exercises must be threat and performance-based, in accordance with ODP's Homeland Security Exercise and Evaluation Program (HSEEP) manuals. These manuals will provide explicit direction on the design, conduct and evaluation of terrorism exercises. Exercises conducted with ODP support (grant funds or direct support) must be managed and executed in accordance with the HSEEP.

Allowable exercise-related costs include:

**1. Exercise Planning Workshop** - Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development.

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**2. Full or Part-Time Staff or Contractors/Consultants** - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or unit(s) of local government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured by the state in the design, development, conduct and evaluation of CBRNE exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

**3. Overtime** - Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation.

**4. Travel** - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with either the federal or an organizationally-approved travel policy.

**5. Supplies** - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).

**6. Implementation of the HSEEP** - Costs related to setting up and maintaining a system to track the completion and submission of AARs and the implementation of corrective actions from exercises, which may include costs associated with meeting with local jurisdictions to define procedures. *(Note: ODP is developing a national information system for the scheduling of exercises and the tracking of AAR/CAPs to reduce the burden on the states and to facilitate national assessments of preparedness.)*

**7. Other Items** - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.

### **III. Allowable Training Costs**

Funds from the First Responder Preparedness Allocation may be used to enhance the capabilities of state and local first responders through the development of a state homeland security training program. Allowable training-related costs include: 1) establishment of CBRNE training capacities within existing training academies, universities or junior colleges; and, 2) overtime costs associated with attendance at ODP sponsored CBRNE training courses.

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The target audience for training supported through the FY 2003 SHSGP II must be emergency responders, emergency managers and public/elected officials within the following disciplines: firefighters, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative and private security guards. Grantees using these funds to develop their own courses should address the critical training areas and gaps identified in the State's Homeland Security Strategy and must adhere to the ODP Emergency Responder Guidelines. These guidelines may be found at: [http://www.ojp.usdoj.gov/odp/whatsnew/whats\\_new.htm](http://www.ojp.usdoj.gov/odp/whatsnew/whats_new.htm)

To facilitate the development of training consistent with the ODP Emergency Responder Guidelines, states are encouraged to adopt the following current ODP awareness and performance level courses:

- Emergency Response to Terrorism: Basic Concepts
- Emergency Response to Terrorism: Basic Concepts (Train the Trainer)
- Emergency Response to Terrorism: Basic Concepts (Self-Study)
- Managing Civil Actions in Threat Incidents (MCATI): Basic Course (Train the Trainer)
- Terrorism Awareness for Emergency Responders (Internet)
- Emergency Medical Services (EMS): Basic Concepts for WMD Incidents (Internet)
- Public Works: Basic Concepts for WMD Incidents (Internet)
- Law Enforcement Response to Weapons of Mass Destruction-Awareness
- Law Enforcement Response to Weapons of Mass Destruction-Awareness (Train the Trainer)
- Campus Law Enforcement Awareness Training on WMD Terrorism
- Incident Response to Terrorist Bombings-Awareness
- WMD Radiological/Nuclear Awareness
- WMD Radiological/Nuclear Awareness (Train the Trainer)
- WMD Crime Scene Management for Emergency Responders
- Emergency Response to Terrorism: Operations Course (Train the Trainer)

For a detailed description of each of these courses please refer to the ODP WMD Training Course Catalogue located at: <http://www.ojp.usdoj.gov/odp/>